CURRICULUM
MONITORING REPORT 2019-20
Program Coordinator: Mollie Bolton
Evaluator: Matthew Traughber

PROFILE
The Department of Elementary and Secondary Education (DESE) requires written curricula for all instructional programs. Academic and career technical curricula are reviewed on separate 4-year and 5-year cycles, respectively. Content-specific committees are formed and meet monthly to write/revise each curriculum. Approved curricula are posted on Build Your Own Curriculum (BYOC) or the Student Information Systems (SIS) electronic curricula management site. Teachers receive ongoing professional development on implementing the curricula. In addition to writing the curriculum, the committee selects the textbooks and instructional materials that will support the curriculum.

RESOURCES
• 1 administrator (a second administrative position was re-allocated for FY 2020)
• 3 facilitators
• Curriculum committees
• Instructional materials and software
• BYOC software

BUDGET (FY20):*
Salary and Benefits $434,726
BYOC $ 4,968
Total $439,694
*Excludes textbook and instructional material costs.

RESPONSIBILITY OF:
Curriculum Coordinator

EVALUATIVE RECOMMENDATIONS:
CONTINUE TO MONITOR USING SAME METRICS.

SUMMARY OF FINDINGS
• Curriculum reviews have been completed on schedule, with the exception of reviews that were purposefully delayed due to an upcoming release of new standards for the curricular area.
• Participants in curriculum writing/review express largely positive perceptions of the process.

ACTION PLANS
Each of five previous action plans has been completed. Action plans included soliciting voice of customer feedback, developing and providing training related to curriculum implementation, and assessing curriculum through multiple measures.

NEW ACTION PLANS:
1. Develop common assessments for all content areas, grades K-12.
   Expected achievement date: July 2023

2. Develop suggested pacing guides (where appropriate).
   Expected achievement date: July 2021

3. Develop a curricular “product resource guide” for teachers.
   Expected achievement date: July 2020

Board Approved: 08/27/2019
The objective is to review/revise academic curricula according to the curriculum review calendar.

**Objective 1.1**
Subject-specific teachers will meet to review/revise academic curricula according to the curriculum review calendar.

**MEASURE**

1.1: Proportion of curricula reviews planned that were completed per the 4-year schedule.

**Objective 2.1**
CTE program teachers will meet to review/revise curricula according to the curriculum review calendar and/or specific requests for review.

**MEASURE**

2.1: The proportion of curricula reviews planned that were completed per the 5-year CTE schedule.

**Objective 3.1**
Review committee participants will perceive the curriculum and curriculum review process as effective.

**MEASURE**

3.1: Curriculum review survey

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**SUPPORTING RESULTS DATA**

The target for measure 1.1 is 100%. The target has been met with the exception of reviews that were purposefully delayed due to an upcoming release of new standards for the curricular area.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Academic Curricula Reviews Initially Scheduled</th>
<th>Academic Curricula Reviews Completed / On-Track</th>
<th>Percent Completed / On-Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td>6</td>
<td>4*</td>
<td>67%</td>
</tr>
<tr>
<td>2017-18</td>
<td>10</td>
<td>9**</td>
<td>90%</td>
</tr>
<tr>
<td>2016-17</td>
<td>15</td>
<td>31***</td>
<td>100%</td>
</tr>
<tr>
<td>2015-16</td>
<td>14</td>
<td>14</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Art and Music reviews were postponed due to impending release of new standards. **Personal finance review was postponed due to impending release of new standards. **Additional reviews were required in 2016-17 due to changes in the state standards for all four content areas.

The 100% target for measure 2.1 was met.

<table>
<thead>
<tr>
<th>School Year</th>
<th>CTE Curricula Reviews Scheduled</th>
<th>Off-Cycle CTE Review Requests</th>
<th>Curricula Reviews Completed / On-Track</th>
<th>Percent Completed / On-Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td>4</td>
<td>5</td>
<td>9</td>
<td>100%</td>
</tr>
<tr>
<td>2017-18</td>
<td>9</td>
<td>9</td>
<td>18</td>
<td>100%</td>
</tr>
<tr>
<td>2016-17</td>
<td>7</td>
<td>0</td>
<td>7</td>
<td>100%</td>
</tr>
<tr>
<td>2015-16</td>
<td>3</td>
<td>7</td>
<td>10</td>
<td>100%</td>
</tr>
</tbody>
</table>

Feedback is solicited from staff who participate in the curriculum review process in the form of a brief survey (initiated in 2018). The target agreement/satisfaction rate is 90%. The proportion of participants describing the curriculum writing/review process as “effective” or “very effective” in 2019 was 86%, which approaches the target. Fewer participants responded to the survey in 2019 given the lesser number of reviews that occurred.

<table>
<thead>
<tr>
<th>Survey Question</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>How effective was the curriculum writing/review process?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(N=34)</td>
<td>82%</td>
<td>86%</td>
</tr>
<tr>
<td>(N=14)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Result represents percent responding “Effective” or “Very effective”.

Board Approved: 08/27/2019